



EMPLOYMENT OPPORTUNITIES

Week of November 20, 2005

All new employees will be required to successfully pass a pre-employment physical and drug screen. If interested in applying for any position listed below, **submit applications on-line at www.wilmingtonnc.gov**
Or in person at the City of Wilmington Human Resources, 320 Chestnut Street- 2nd floor, PO Box 1810, Wilmington, NC, 28402. Or fax to 910.341.5841. TO BE CONSIDERED: A CITY OF WILMINGTON APPLICATION MUST BE COMPLETED AND RETURNED TO HR BY 5:00PM ON THE CLOSING DATE.

Hearing Impaired, dial 711 TTY/Voice.

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications must provide an official copy of their university/college transcript(s) and certification(s) before employment with the City of Wilmington will begin.

Job offers are made conditionally based upon successful completion of the pre-employment physical, drug screen, background checks, degree verification, reference checks and other pre-employment requirements. Candidates for positions that require a CDL or will require a CDL, will need to complete a DOT physical.

COMMUNITY SERVICES

Senior Housing Rehabilitation Technician

Job#205252

Candidate will be responsible for assisting with the activities of City housing construction projects. The main duties of the job include (but are not limited to) conducting daily inspections of housing projects in progress, performing preliminary inspections of housing developments, preparing cost estimates of housing projects and writing specifications. Candidate serves as lead to staff to include assigning and monitoring work and providing direction. Associates Degree in Construction Management or a related field and 3 years of construction, construction inspection estimating or related experience required. Valid NC driver's license required. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$32,740. Market rate: \$36,089.**

Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan. Currently accepting applications through **Monday, December 5, 2005 at 5:00pm.**

Facilities Assistant

Job#205258

New: Candidate will be responsible for assisting in general turf, grounds and recreation facility maintenance. Responsibilities include, but are not limited to repairing irrigation; performing plumbing, remodeling, pool maintenance and athletic field maintenance. . At least an 8th grade education and the ability to read and write, one year of related facilities maintenance experience, as well as a valid NC driver's license are required.

DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$20,523. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan. Currently accepting applications through **Wednesday, November 23, 2005 at 5:00pm.**

DEVELOPMENT SERVICES

Staff Engineer-Traffic

Job# 205154

Candidate will work with the City Traffic Engineer studying and calibrating models for arterial and isolated traffic signal analysis. Duties also include monitoring and operating 190 traffic signals, analyzing and confirming progression, and responding to incidents that affect traffic flow. The position will also analyze traffic signal phasing and implement revisions as necessary, and develop signal timing plans for seasonal and special events. Duties may also include oversight of regulatory sign and pavement marking functions, as well as management of capital improvement projects. Bachelor's degree in Civil Engineering or a related engineering degree with

emphasis or training in traffic engineering required. Valid NC driver's license required. Engineering Intern Certification preferred. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$42,522. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Friday, December 16, 2005 at 5:00pm (deadline extended).**

Engineering Technician-Plan Review

Job# 205261

New: Candidate will be the primary contact for coordinating water and sewer extension applications and official acceptance of public infrastructure. Responsibilities include, but are not limited to maintaining contact with developers, consulting engineers and city staff to bring projects to closure, tracking the status of multiple projects at various stages of completion, preparing area maps using ArcViedw GIS, preparing resolutions for City Council, and recording final plats. Must have working knowledge of MS Office software, good customer service skills and organizational skills. Associate's Degree in Engineering, Drafting, or a closely related field and a valid NC driver's license required. Knowledge of land development practices, ArcView GIS, and AutoCAD preferred. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$30,298. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Friday, December 2, 2005 at 5:00pm.**

FINANCE

Property Acquisition Specialist-Purchasing

Job# 205260

New: Candidate will be responsible for performing activities related to acquiring property easements and right-of-ways in a timely manner to facilitate the construction of capital projects or maintenance of service levels. Responsibilities include, but are not limited to reviewing property identified to be acquired, appraisal information, physical improvements or mitigating performance standards from general surrounding property and making offers to owners within established parameters, conducting negotiations to finalize acquisition transactions necessary to move a project on schedule and on time, preparing closing documents and conveyance documents for acquisitions and dedicated property interests pursuant to ordinances to include verifying the cost accounting and submitting for review and approval by management, preparing inventories of properties affected by capital projects to include researching public records and internal databases to compile core documents for files, verifying information with City Engineering or others to clarify information, researching questions from property owners, follow-up with appropriate City staff, appraisers or others to identify information for response and resolving problems or conflicts with owners, preparing and coordinating the mailing of notices to affected owners to facilitate field surveys to include scheduling meetings with owners; prepares, signs, and coordinates the mailings of purchase offers, disposing of City owned real property as required and performing other duties of a similar nature or level. Bachelor's Degree in Business Administration, Real Estate, Public Administration, or a related field and 5 years of directly related real estate experience; **OR** Ten years of progressive real estate experience with experience in the acquisition of public real estate or easements, rights of way and other properties required. Valid NC driver's license required. Prefer specific experience in the acquisition, negotiation and document preparation and review related to local government real estate acquisition including working closely with appraisers, engineering staff, project managers, state DOT, and others to facilitate the acquisition of necessary properties. Prefer Real Estate License. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$ 39,464. Comprehensive benefits package including an additional 4.5% contribution to 401 k or 457 plan.** Currently accepting applications through **Tuesday, December 6, 2005 at 5:00pm**

FIRE

Firefighter-CERTIFIED

Job# 205235

The City of Wilmington is currently accepting applications for the Certified Level II Firefighter Eligibility Roster. To qualify, an applicant must possess a High School Diploma or GED, be at least 21 years of age and possess and have maintained a satisfactory driving record for the past 3 years. If the driver's license is from a state other than NC, a NC driver's license must be acquired within 30 days of hire. Applicants will be required to successfully complete the following:

- Aptitude Test
- Background Investigation
- Strength and Agility Test
- Oral Interview
- Pass City's driving/criminal standard

Photocopies of the following documents must be included with your application:

- Birth Certificate
- High School Diploma, High School Transcript or GED Certificate
- Current Driver's License
- NC Firefighter Level I & II Certifications
- Medical First Responder Certification
- HAZMAT Operations Certification

Failure to provide copies of all the required documentation with the application will disqualify candidates from consideration. Starting salary: \$25, 407. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan. Currently accepting applications through Friday, December 2, 2005 at 5:00pm.

POLICE

Police Cadet

Job# 205001

The Cadet Program is open to students currently enrolled at an accredited college in a terminal degree program. The successful applicant must meet the following minimum requirements.

- Be between age 18 and 25 years
- Possess or be eligible to obtain a NC driver's license
- U. S. Citizen
- Possess a High School diploma or GED
- Currently enrolled in a terminal degree program

All applicants must complete a Police application packet to be considered. A list of automatic disqualifiers will be included in the applicant packet. **Background Check Required. Hourly rate: \$8.00/hr plus uniform.**

Temporary. Currently accepting applications through **Monday, December 5, 2005 at 5:00pm.** THE POLICE APPLICANT PACKET CAN BE RECEIVED FROM THE HUMAN RESOURCES OFFICE OR THE WILMINGTON POLICE DEPARTMENT WEB PAGE AT: www.wilmingtonnc.gov

Police Officer-Certified

Job# 205249

New: The City of Wilmington is currently accepting applications from NCBLT (Basic Law Enforcement Training) certified applicants or equivalent out of state certification as determined by the Wilmington Police Department and those currently attending a full-time BLT program. The successful candidate must meet the following minimum requirements:

- 21 years of age at the time the application is submitted
- Possess or be eligible to obtain a NC driver's license
- U. S. Citizen
- Possess a High School Diploma
- Basic Law Enforcement Training Certification

All applicants must complete a Wilmington Police Department application packet to be considered. A list of automatic disqualifiers will be included in the applicant packet. Candidates must successfully complete the recruitment process including: physical abilities testing; written examination; video assessment, background investigation; interview; psychological evaluation; polygraph; medical examination with drug screen. **Minimum Starting Rate: \$30,298. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Friday, December 16, 2005 at 5:00pm** THE POLICE APPLICANT PACKET CAN BE RECEIVED FROM THE HUMAN RESOURCES OFFICE OR THE WILMINGTON POLICE DEPARTMENT WEB PAGE AT: www.wilmingtonnc.gov

PUBLIC SERVICES

Grounds Technician-Parks & Landscape

Job #205259

New: Candidate will assist in the maintenance of city parks and grounds. Responsibilities include, but are not limited to performing basic grounds maintenance activities: mowing, weed-eating, custodial duties, working outdoors in all weather conditions and operating various hand and power equipment. Weekend work may be requested and possible overtime. At least an 8th grade education and the ability to read and write, as well as a valid NC driver's license are required. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$20,523. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Thursday, December 1, 2005 at 3:50pm.**

PUBLIC UTILITIES

Administrative Support Assistant-Northside Wastewater Treatment Plant

Job #205262

New: Candidate will be responsible for performing basic administrative support activities. Responsibilities include, but are not limited to performing clerical work, receiving and routing visitors and phone calls, data entry, work processing, filing, copying, faxing, receptionist duties, processing mail and invoices, preparing and maintaining division files, records and reports: processing division payroll, assisting with ordering, receiving, and maintaining office supplies and equipment, addressing inquiries of citizens regarding division operations or information, maintaining effective working relationships with other employees and the general public. High School Diploma or GED and valid NC driver's license required. Customer service and phone skills; ability to multi-task; knowledge of Microsoft Office Software, Lotus Notes and certified Notary are preferred. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$22,965. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Wednesday, November 23, 2005 at 5:00pm.**

Project Manager (2 Positions)

Job # 205242 & Job #205243

Candidate will be responsible for managing the design and construction of major capital city projects. Responsibilities include, but are not limited to performing project management of large construction projects, providing direction to consulting engineers, sub consultants, prime contractors and subcontractors during the construction of projects, providing engineering technical support to project consultants, administering the engineering consultant contracts, negotiating with consultants and contractors regarding problems that occur during the completion of capital projects, Must have experience in managing, design and construction of major capital projects. Knowledge in monitoring and modifying the capital construction project budgets. Bachelor's Degree in Civil or Environmental Engineering or related field and four years engineering experience is required. Valid North Carolina Driver's License is required. NC Professional Engineer License is preferred. **CRIMINAL AND DRIVING HISTORY CHECK REQUIRED. Anticipated Range: \$47,406-\$52,255. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Tuesday, November 29, 2005 at 5:00pm(deadline extended).**

Superintendent Capital Projects

Job #205239

Candidate will oversee the entire Utility Services capital improvements program and projects, along with supervising staff. Assist with the development of the annual budget for capital projects, reviews and approves expenditures and work with contractors. Assist with the development of the department's annual budget, identifies and monitors performance measurement. Bachelor's Degree in Civil Engineering or a related field and five years of progressively responsible water and sewer utility experience including experience with capital project management in a utility environment is required. NC Professional Engineer License and valid North Carolina Driver's License is required. **CRIMINAL AND DRIVING HISTORY CHECK REQUIRED. Anticipated Range: \$54,130-\$59,668. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Tuesday, November 29, 2005 at 5:00pm(deadline extended).**

Environmental Compliance Officer-Environmental Services

Job #205255

Candidate will be responsible for compliance with the pretreatment and cross connection control programs. Responsibilities include, but are not limited to monitoring and inspecting commercial, industrial and residential facilities to ensure compliance with regulations and permits. This may include conducting on-site inspections, sampling for various chemicals, assessing compliance, recommending operational and installation changes and completing written reports. Candidate may provide information to the public on environmental regulations and engineering issues by fielding inquiries and conducting informational meetings, use databases to enter and retrieve information and to generate periodic reports on compliance rates, investigate reports of violations which may include responding to the complaint, performing field investigations, and preparing reports. Associate's Degree in Environmental Science, Chemistry, Biology or related science field and 2 years of pretreatment, cross connection control or related experience and a valid NC driver's license required. Backflow testing certificate is preferred. **DRIVING HISTORY CHECK REQUIRED. Minimum Starting Rate: \$30,298. Comprehensive benefits package including an additional 4.5% contribution to 401 k or 457 plan.** Currently accepting applications through **Monday, November 28, 2005 at 5:00pm(deadline extended).**

Laboratory Technician –Environmental Services

Job #205257

Candidate will be responsible for performing chemical and microbiological testing of drinking water and wastewater. Responsibilities include, but are not limited to assuring accurate and timely completion of lab tests that meet quality control requirements and laboratory safety guidelines, collecting samples from wastewater treatment plants and performing some computer data entry. Candidate must be able to work in various weather conditions. Associate's Degree in the Sciences and a valid NC driver's license required. Bachelor's Degree in the Sciences with Drinking Water or Wastewater Laboratory Testing Certification and 1 year of laboratory experience preferred. **DRIVING AND CRIMINAL HISTORY CHECK REQUIRED. Hours: 40/week – 7:30 AM to 6:30 PM with variable workdays including WEEKEND AND HOLIDAY WORK REQUIRED. Minimum Starting rate: \$27,856. Comprehensive benefits package including an additional 4.5% contribution to 401k or 457 plan.** Currently accepting applications through **Monday, November 28, 2005 at 5:00 pm.**

Collection Systems Manager-Utility Services

Job #205256

Candidate will be responsible for managing the activities involved in the maintenance and repair of City sewer collection system facilities and supervising staff. Candidate will also serve as Operator in Responsible Charge (ORC) for the sewer collection system. Responsibilities include but are not limited to, managing the wastewater collection services division, Supervising employees to include hiring, training and evaluating staff, prioritizing and assigning work, ensuring employees follow safety standard and following regulatory compliance while performing work, making disciplinary or termination recommendations; Preparing and monitoring department budget expenditures; Preparing various reports detailing department activities to include maintaining a log of work orders; Assisting with the development of the annual budget for division, identifying equipment needs, capital issues and labor needs, Monitoring division expenditures and assisting with the development of performance measures and work plans for the division; Coordinating with other City departments and Public Utility division on maintenance/emergency issues and provide interpretations and recommendations on regulatory compliance; Developing emergency response plans and coordinating activities with other departments, agencies and citizens and performing other duties of a similar nature or level. Associate's Degree in Environmental or Natural Sciences or related field plus 5 years of experience with maintaining a Grade IV collection system to include line installation, repairs, cleaning techniques, spill control and reporting with use of mapping software applications, location and data logging equipment required. Grade IV collection license required. Prefer knowledge of wastewater collection and treatment techniques. **DRIVING AND CRIMINAL HISTORY CHECK REQUIRED. Anticipated Range: \$44,964-\$49,564. Comprehensive benefits package including an additional 4.5% contribution to 401 k or 457 plan.** Currently accepting applications through **Wednesday, November 30, 2005 at 5:00pm.**

Laboratory Intern –Environmental Services

Job #205156

Candidate will be responsible for performing routine laboratory cleaning duties and some chemical testing of drinking water and wastewater. Responsibilities include ensuring accurate and timely completion of lab tests that meet quality control requirements and performing some computer data entry. Candidate must adhere to laboratory safety guidelines. **Must be currently enrolled in a College/University program leading to a degree, have a valid driver's license and possess basic knowledge of Math, Biology, Chemistry and Safety principles. Advanced level coursework in the Sciences at a Community College or University is preferred. DRIVING AND CRIMINAL HISTORY CHECK REQUIRED. TEMPORARY. Work hours may be flexible; weekend and holiday work is required. Hourly Rate: \$9.00/hr.** Currently accepting applications through **Wednesday, November 30, 2005 at 5:00pm.**

Wastewater Treatment Operator-Northside

Job# 205061

New: Candidate will be responsible for assisting and operating the Grade IV Wastewater Treatment Facility. Responsibilities include, but are not limited to assisting in operating and monitoring facility performance and effecting changes in processes and procedures for improving the effectiveness and efficiency of plant operations; assisting in preventive maintenance for plant equipment and performing repairs independently or with maintenance staff assistance; writing work orders and maintenance requests; reviewing technical and statistical data relating to plant operation, lab results and overall plant performance; requisitioning materials, chemicals and supplies and determining amounts, assisting in operating pump stations in the absence of regularly scheduled staff. High School Diploma or GED, valid NC driver's license and NC Grade I Wastewater Treatment Certificate required. Must have the ability to work rotating shifts and work in extreme weather environments. **DRIVING AND CRIMINAL HISTORY CHECK REQUIRED. Minimum Starting Rate: \$27,856. Comprehensive benefits package including an additional 4.5% contribution to 401 k or 457 plan.** Currently accepting applications through **Friday, December 16, 2005 at 5:00pm (re-advertisement).**

APPLICATION INFORMATION

- ☐ Read the job announcement carefully to make sure you understand what the position is looking for and that you have the requirements.
- ☐ Make sure all the requested information is filled in completely and accurately. Just putting “see resume” is not acceptable.
- ☐ Must provide an official copy of your university/college transcript(s) and certification(s) before a final offer will be made, for individuals applying for positions that require degrees and/or professional certifications
- ☐ Don't leave any gaps in your employment history.
- ☐ List job duties or skills that you have, which are relevant to the position you are applying for.
- ☐ Proofread your application material.
- ☐ Write legibly, if you are handwriting your application.
- ☐ Include your resume and cover letter only as supplemental documents, but not as replacements for the requested information.
- ☐ Sign and date your application.
- ☐ Return your application to Human Resources prior to the posted closing dates/times.

DEGREE VERIFICATION

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications, must provide an official copy of their university/college transcript(s) and certification(s) before a final offer will be made. Applicants can forward or have the school registrar's office send transcripts directly to Human Resources. This includes both internal and external applicants.

Applicants who have obtained their education outside of the US and its territories must have their academic degree(s) validated as equivalent to the Baccalaureate or Master's degree conferred by a regionally accredited college or university in the United States.

There are several agencies that perform this specialized service. Contact the organization(s) directly for current information, procedure and costs.

World Education Services, Inc.

P. O. Box 745
Old Chelsea Station
New York, NY 10113
1-800-977-8263
www.wes.org

International Consultants of Delaware, Inc.

109 Barksdale Professional Center
Newark, DE 1971-3258
(302) 737-8715
www.cgfns.org/cgfns/icd

Educational Credentials Evaluators, Inc.

P. O. Box 514070
Milwaukee, WI 53202-3470
(414) 289-3400
www.ece.org

Josef Silny & Associates

P. O. Box 248233
Coral Gables, FL 33214
(305) 273-1616
www.jsilny.com